

ROUTING AND TRANSMITTAL SLIP

10 MARCH 1986

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF PERSONNEL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE HANDLE AS APPROPRIATE.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Address/Post)

Room No.—Bldg.

EO/DA 7D18 HQA

Phone No.

5041-102

U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.606EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X (w/atts)			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS		X		
16	VC/NIC				
17	EO/OP/DA		X		
18					
19					
20					
21					
22					

SUSPENSE

Date

Remarks

TO #6: Please handle as appropriate.

Executive Secretary

7 Mar 86

Date

3637 (10-81)

STAT



**Asian and Pacific American
Federal Employee Council**

P.O. Box ⁷¹⁴⁷~~7807~~ Ben Franklin Station

APAFEC

Executive Registry	
86-	

STAT

Washington, D.C. 20044

FEB 27 1986



Honorable William J. Casey
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Casey:

I want to thank you for your response to my letter of October 3, 1985 requesting your help in designating a representative from your agency. Your representative has met with the Asian and Pacific American Heritage Week Training Committee and members of the Asian and Pacific American Federal Employee Council to plan a training conference for May 8-10, 1986.

Our training conference has three objectives. These objectives are:

1. To provide Asian and Pacific American employees with skills and knowledge which will enhance their mobility and advancement within the public sector,
2. To provide Personnel and EEO specialists with awareness of the cultural values of Asian and Pacific Americans and the need to tailor Affirmative Action plans to meet the needs of Asian and Pacific Americans, and
3. To provide managers and supervisors with methods of improving opportunities for Asian and Pacific American employees to compete for and achieve success in positions at all levels of federal employment, especially at the managerial and policy-making levels.

The Conference Center at the Holiday Inn Crowne Plaza in Rockville, Maryland, will be the training site. We believe the Crowne Plaza's proximity to the Red Line Metrorail station at Twinbrook and its location in general makes it a convenient site.

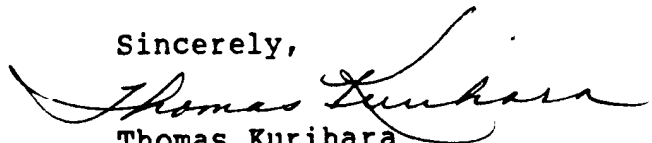
A copy of the conference brochure and a detailed program of the conference proceedings are also enclosed. We plan on employing innovative approaches focusing on the cultural diversity of Asian and Pacific Americans and enhancing the skills of all conference attendees. Ms. Irene Natividad, Chair of the National Women's Political Caucus, will be the conference Keynote Speaker. As part of Thursday's luncheon program, the Pan-Asian Repertory Theatre from New York will portray stereotypes in a stage play entitled "My Favorite Color is Yellow." Dr. William G. Ouchi, Author of the book Theory Z, is the featured Luncheon speaker on Friday, May 9th. In addition, outstanding Asian and Pacific Americans will lead many of our training sessions.

We are requesting from each sponsoring agency a contribution of \$200 to help defray costs for the Asian Repertory Theatre and Dr. William G. Ouchi. Checks should be made out to: Asian Pacific Heritage Fund, Account #00-019003-3-0 and mailed to: Asian Pacific American Federal Employee Council, Post Office Box 7147, Ben Franklin Station, Washington, D. C. 20044. Space is available for Recruitment and Exhibits. The enclosed form gives specific information for reserving recruitment and exhibit areas. Further information is available upon request.

I trust that we will be able to count on your support and the continued participation of your agency representatives and training coordinators.

Should you have questions regarding committee meetings and the training conference, please contact Linda Sano, Office of Civil Rights, Department of Transportation. Ms. Sano may be reached on 426-4070.

Sincerely,



Thomas Kurihara
Chairperson, Asian and Pacific
American Federal Employee
Council

ASIAN PACIFIC AMERICAN FEDERAL EMPLOYEES COUNCIL

ASIAN PACIFIC AMERICAN HERITAGE WEEK TRAINING CONFERENCE

Rockville, Maryland

May 8-10, 1986

"Asian Pacific Americans: A Cultural Perspective to
Successful Management"

Thursday - May 8th

Location: Crowne Plaza Holiday Inn
Rockville, MD

8:30 - Registration and Coffee

9:00 - Call to Order and Opening Remarks
(Blaine Tsugawa, Conference Manager, NOAA)

9:10 - Welcoming Remarks
(Dan Rondeau, Public Health Service)

9:15 - Keynote Address:

Introduction of Speaker by Ms. Violeta dela Pena,
Department of Education

Ms. Irene Natividad, National Chair
National Women's Political Caucus

Topic: "Asian Pacific Americans: An Ascending Force
in the 80's"

10:00 - Break

10:15 - Concurrent Sessions -- 1 1/2 hours with 10 minute breaks

Strand A: Asian and Pacific American Employees
Breakout Room: Halpine
Topic: "Developing Interpersonal Communication Skills"
Presenter: Dr. Robert Chin, National Training
Laboratory

Strand B: EEO and Personnel Specialists and Supervisors
Breakout Room: Woodmont
Topic: "A Focus on Asian Culture and Workstyles"
Presenter: Dr. Kyo Jhin, D.C. Public Schools
Dr. E. Bing Inocencio, Montgomery College

Strand C: Managers and Supervisors
Breakout Room: Conference Theater
Topic: "Asian Pacific American Lifestyles -- Impacts
on Managers and Management"
Presenter: Dr. Harry Kitano, University of California
at Los Angeles

12:00 - Lunch with program

Main Ballroom: Plaza I, II, III

1:00 - Program by Pan Asian Repertory Theater of New York

Performance entitled: "My Favorite Color is Yellow"

(Lunch open to non-conference participants - \$15.00)

2:30 - Break

3:00 - Concurrent Sessions--1 1/2 hours with 10 minute break

Strand A: Asian and Pacific American Employees

Breakout Room: Halpine

Topic: "Conflict Management"

Presenter: Dr. Robert Chin, National Training
Laboratory

Strand B: EEO and Personnel Specialists and Supervisors

Breakout Room: Woodmont

Topic: "Significant Private Sector Affirmative Action
Plans" (Tentative)

Presenter: << To Be Announced >>

(Plans call for a representative from AT&T to
discuss the corporate approaches for recruitment
and mobility of Asian and Pacific Americans)

Strand C: Managers and Supervisors

Breakout Room: Conference Theater

Topic: "Asian Pacific American Stereotypes and
Managerial Behavior"

Presenter: Dr. Joanne Yamauchi, American University
Dr. Herbert Wong, Richmond-Area National
Asian American Psychology Training Center

4:45 - Adjournment

5:30 - 7:30 -- No Host Cocktail Hour with Pupus* - Cash Bar

* Pupus is the Hawaiian word for "hors d'oeuvres"

Friday - May 9, 1986

Location: Crowne Plaza Holiday Inn
Rockville, MD

8:30 - Call to Order and Panel Discussion
Main Ballroom: Plaza I, II

Topics: Strengths and Weaknesses of Asian Cultures and
Their Influence in the Workplace

Moderator: Ms. Mariko Yamada, Department of Commerce,
Office of Civil Rights

Panelists:

Ms. Jean Banta, Vice-President Banker's Trust Company,
Director of Executive Development
Dr. Harry Kitano, Professor of Social Welfare and
Sociology, University of California at Los Angeles
Dr. Samuel Lin, Deputy Assistant Secretary for Health,
(Intergovernmental Affairs), Public Health Service
Dr. Herbert Wong, Executive Director, Richmond-Area
National Asian American Psychology Training Center

10:00 - Break

10:15 - Concurrent Sessions--1 1/2 hours with 10 minute break

Strand A: Asian and Pacific American Employees
Breakout Room: Halpine
Topic: "Influence and Power"
Presenter: Dr. Robert Chin, National Training
Laboratory

Strand B: EEO and Personnel Specialist and Supervisors
Breakout Room: Woodmont
Topic: "Recent Developments in EEO/AAP Policy: What
They Mean to Asian and Pacific Americans"
Presenter: Mr. Doug Beilan, EEOC

Strand C: Managers and Supervisors
Breakout Room: Conference Theater
Topic: << To Be Announced >>
Presenter: Dr. William G. Ouchi
University of California at Los Angeles
Dr. Herbert Wong, Richmond-Area National
Asian American Psychology Training Center

12:00 - Lunch with Speaker

Main Ballroom: Plaza I, II, & III

**1:15 - Introduction of Speaker by Ms. Corazon Foley,
Department of State**

**Speaker: Dr. William G. Ouchi
Graduate School of Management,
University of California at Los Angeles, CA**

Topic: << To Be Announced >>

(Open to non-conference participants - \$15.00)

2:00 - Concurrent Sessions--1 1/2 hours with 10 minute breaks

**Strand A: Asian and Pacific American Employees
Breakout Room: Halpine
Topic: "An Integration of Personal Management Skills"
Presenter: Dr. Robert Chin, National Training
Laboratory**

**Strand B: EEO and Personnel Specialist and Supervisors
Breakout Room: Woodmont
Topic: "Development of Asian and Pacific American-
oriented Affirmative Action Plans"
Presenter: Dr. Joanne Yamauchi, American University**

**Strand C: Managers and Supervisors
Breakout Room: Conference Theater
Topic: "A Model for What Federal Agencies Are Doing
and Can Do"
Presenter: Ms. Julia Chang Bloch, Agency for
International Development
Mr. Clarence Hodges, Department of State**

3:30 - Break and regroup in Main Ballroom - Plaza I, II

3:45 - Closing Session with Speaker

Introduction of Speaker by Mr. Thomas Owan, ADAMHA

**Speaker: Mr. Bryon N. Kunisawa
Director of Administration,
Multicultural Prevention Resource Center
San Francisco, CA**

**Topic: "Culture and Productivity: A Formula for the
Future"**

5:00 - Adjournment

Saturday - May 10, 1986

**Location: Crowne Plaza Holiday Inn
Rockville, MD**

9:00 - Conference Outcomes and Strategies for the Future

**10:30 - Military Bus transportation to Asian Pacific American
Heritage Council Festival - Washington Monument Grounds**

3:00 - Pick-up -- Return to Crowne Plaza Holiday Inn

ASIAN PACIFIC AMERICAN HERITAGE WEEK TRAINING CONFERENCE

MAY 8-10, 1986

HOLIDAY INN, CROWNE PLAZA ROCKVILLE, MD 20852

EXHIBIT SPACE RESERVATION APPLICATION

GENERAL INFORMATION FOR EXHIBITORS

RATE: Exhibit Booth 8' x 8' -- \$250.00.

Each exhibitor will be furnished with a table (6' x 2 1/2') and two chairs.

EXHIBIT HOURS: Thursday, May 8, 1986, 10:00-4:00 p.m.
Friday, May 9, 1986, 9:00-3:00 p.m.

INSTALLATION DATES: Installation may begin at 8:00 a.m. on Thursday, May 8, 1986.

DISMANTLING DATE: No later than Friday, May 10, 1986, 12:00 noon.

REGISTRATION AND EXHIBITORS BADGES: Exhibitors are asked to register at the Registration Desk, which will be located in the Foyer of Plaza I. Proper credentials will be issued at that time.

EXHIBIT REPRESENTATIVES: In order to avoid a last minute rush, we would like to prepare as many badges in advance as possible. Please list below the names of the persons who will be monitoring your Exhibit.

Name _____

Name _____

Title _____

Title _____

Please return this form with your purchase order or checks made payable to:

1986 APAH Week Training Conference-Exhibit
C/O Asian and Pacific American
Federal Employee Council
P.O. BOX 7147 Ben Franklin Station
Washington, DC 20044

NO LATER THAN: April 8, 1986

Location of Exhibit space will be provided once we have received your purchase order/check.

For Additional

Information Contact: Linda Sano (426-4070)

OR

.....Joyce Thomas (377-0684)